

**PURPOSE**

To establish a policy and procedure to monitor the use of Michigan Department of Health and Human Services (MDHHS) monies for purchasing MDHHS promotional items.

**DEFINITIONS**

Promotional item examples: may include, but are not limited to pens, mugs, stickers, magnets, nail files, key chains, glasses holders, bracelets, mouse pads, etc.

**POLICY**

It is the policy of the MDHHS that any promotional items bearing the MDHHS logo, the words the Michigan Department of Health and Human Services, or an MDHHS program, bureau, office, or project name or logo, and purchased with MDHHS monies, grants and/or funds awarded to third-party contractors must have approval of the communications office. Promotional items must quantifiably ensure the success of a specific promotion, or be required by law.

**Promotional Item Requester**

Contact the MDHHS Office of Communications to request permission to procure the promotional item. Funding source and justification for the item must be supplied.

**MDHHS Communications Office**

Communications evaluates the necessity and appropriateness of the promotional item and approves production of promotional item, or denies the request.

**CONTACT**

For additional information, please contact the MDHHS Office of Communications at 517-241-2112.